

St. Martin's Episcopal School Online Responsible Use Contract

Purpose of the Responsible Use Contract

St. Martin-in-the-Fields Episcopal School students will be participating in online activities and projects which will include the use of Google Apps for Education, Edmodo (or other social learning network), wikis, blogs and other educational and sharing websites. Content published online by students may include, but is not limited to:

- Multi-media, written, oral and artistic projects to supplement all curriculum areas and demonstrate understanding of technology and/or other curriculum area concepts
- Comments on each other's work or on the work of students from other schools
- Postings to class or individual school related blogs

Safety

The following safety precautions are in place for all online activities in the computer lab:

- Only the teacher (or other teachers in collaborative projects) can approve registrations.
- Only registered members are allowed to add content. Comments may be allowed by others outside of the school (or project) however, all comments will be reviewed prior to public posting.
- The teachers will be notified of all edits to the online sites and all content is subject to teacher approval and/or deletion.
- No full names of students or photos or videos in which students can be identified will be used without specific permission.
- Students will participate in ongoing online safety training during the year.

Terms and Conditions

- Students should understand that our online activities are an extension of the classroom. All work posted should be proofread for spelling and grammar errors and must be appropriate for school.
- No student should have any expectation of privacy when participating in these online activities either at school or on computers outside of school. All activities will be monitored.
- No student may edit or delete the work of another without including a written explanation for the change.

- Every reasonable effort will be made to monitor online conduct in order to maintain a positive learning community.
- No student may include any information, images or video online that could compromise their safety or the safety of other members of the St. Martin's community.
- All students will be respectful in their postings and edits. Inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will not be tolerated.
- No student may post, comment, or change settings in violation of these terms and conditions.
- No student may share their log-in information or protected information about the site with anyone other than their parent/ guardian and the teacher.
- If a student suspects that a password or other protected information has been compromised, the teacher should be notified immediately.
- Any student who is aware of violations of this agreement by others must report these violations to the teacher immediately.
- All use of online sites must be in accordance with the policies defined in St. Martin's Student/Parent Handbook and the terms and conditions of the sites being used.
- Uncited use of copyrighted material in postings, files, or comments will be deemed as plagiarism and consequences will be administered accordingly.
- No posting or edit may facilitate or promote illegal activity, either overtly or by implication.

Consequences of Violating the Responsible Use Contract

Any violation of the above terms and conditions may make the violator subject to:

- Immediate termination from participation in online projects, **with all related sacrifice of points toward grades.**
- Discipline through the school code of conduct, where applicable. At the teacher's discretion, a warning may be given in the case of minor infractions.

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Signatures:

I, the undersigned student, agree to the terms and conditions of the Responsible Use Contract for the 2013-2014 School Year. I, the undersigned parent or guardian, understand that the student identified below will be participating in online activities and projects as specified in the Online Responsible Use Contract.

Student signature

Date

Parent/Guardian signature

Date

Printed Student Name

Printed Parent/Guardian Name

ST MARTIN'S